Automate our Staffing Handbook and upgrade from quill & papyrus to the digital age

VIRTUAL STUDENT FEDERAL SERVICE

V S F S

Project Title	Automate our Staffing Handbook and upgrade from quill & papyrus to the digital age
Project Summary	Automate and convert our local staffing and recruitment handbook into a web enabled tool which will save time and headaches for our managers.
Country	United States

Project Description

Digitize a boring, stuffy, hard copy recruitment handbook for our hiring managers and make it easy to integrate into our website. We currently use several formats and forms that need to be in a standard format, digitized, and morphed into a seamless product that essentially walks our managers step-by-step through our hiring process. The end result will consist of an intuitive and comprehensive website, hard copy downloadable documentation and potentially an app or mobile app version of this process. Need it to be attractive, compelling, easy to use and professional.

Required Skills or Interests

Skill(s)
Coding
Design thinking
Editing and proofreading
Educational design
Graphic design
Infographic design
Videography
Website design
Writing

Additional Information

You will be a member of a team of 3 interns. Our agency uses Adobe Dreamweaver CC for webpages so that skill would be a great benefit for this project. Looking for energetic, thoughtful, creators with a keen sense of design. It is my hope this will be a fun project for you with an opportunity to experience the Forest Service culture.

Language Requirements

None